## UNITED STATES DISTRICT COURT

| for the   |  |  |  |  |  |
|---|--|--|--|--|--|
| District of   |  |  |  |  |  |
| Plaintiff(s) V.  Defendant(s)   | ) ) ) (Civil Action No. ) ) ) ) ) ) ) )  |  |  |  |  |
| SUMMONS IN A CIVIL ACTION   |  |  |  |  |  |
| To: (Defendant's name and address)  |  |  |  |  |  |
| A lawsuit has been filed against you.   |  |  |  |  |  |
| are the United States or a United States agency, or an o P. 12 (a)(2) or (3) — you must serve on the plaintiff an | on you (not counting the day you received it) — or 60 days if you officer or employee of the United States described in Fed. R. Civ. answer to the attached complaint or a motion under Rule 12 of notion must be served on the plaintiff or plaintiff's attorney, |  |  |  |  |
| If you fail to respond, judgment by default will You also must file your answer or motion with the coun           | be entered against you for the relief demanded in the complaint. rt.  CLERK OF COURT   |  |  |  |  |
| Date:   |  |  |  |  |  |
| Date:   | Signature of Clerk or Deputy Clerk   |  |  |  |  |

Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

|         | This summons for (nat  | me of individual and title, if any                           | )                                      |          |  |  |
|---------|--|--|--|----------|--|--|
| was red | ceived by me on (date)   |  | <u> </u>                               |          |  |  |
|         | ☐ I personally served  | I the summons on the indiv                                   | ridual at (place)                      |          |  |  |
|         |  |  | on (date)                              |          |  |  |
|         | ☐ I left the summons   | at the individual's residen                                  | ce or usual place of abode with (name) |          |  |  |
|         |  | , a person of suitable age and discretion who resides there, |  |          |  |  |
|         | on (date), and mailed a copy to the individual's last known address; or            |  |  |          |  |  |
|         | ☐ I served the summe   | ons on (name of individual)                                  |  | , who is |  |  |
|         | designated by law to accept service of process on behalf of (name of organization) |  |  |          |  |  |
|         |  |  | on (date)                              | ; or     |  |  |
|         | ☐ I returned the sum   | mons unexecuted because                                      |  | ; or     |  |  |
|         | ☐ Other (specify):   |  |  |          |  |  |
|         | My fees are \$   | for travel and \$  | for services, for a total of \$        | ·        |  |  |
|         | I declare under penalt   | y of perjury that this inform                                | mation is true.                        |          |  |  |
| Date:   |  | _  |  |          |  |  |
|         |  |  | Server's signature                     |          |  |  |
|         |  |  | Printed name and title                 |          |  |  |
|         |  | _  | Server's address                       |          |  |  |

Additional information regarding attempted service, etc: